

EDITED KSA LISTING

CLASS: Assistant Correctional Food Manager (DOC)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Intermediate knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, dispensing, and serving of food in large quantities in order to supervise those who perform these types of work and/or to perform these tasks themselves in emergencies.
K2.	Basic knowledge of principles, procedures, and equipment used in the baking of food in large quantities in order to supervise those who perform these types of work and/or to perform these tasks themselves in emergencies.
K3.	Advanced knowledge of kitchen sanitation, personal hygiene, and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas in order to ensure that all safety and sanitation rules and guidelines are followed, prevent food-borne illnesses, and prepare safe and wholesome food for the population served.
K4.	Expert knowledge of proper food handling procedures according to Hazard Analysis Critical Control Point (HACCP) and California Uniform Retail Food Facilities Law (CURFFL) principles in order to prevent cross-contamination, prevent food-borne illness, maintain proper temperature controls, etc.
K5.	Intermediate knowledge of nutritional food values, as well as acceptable substitutions within food groups and substitution guidelines in order to meet the goals of the departmental standardized menu, provide nutritious meals per the standardized menu, and make acceptable substitutions using departmental substitution guidelines.
K6.	Intermediate knowledge of food accounting procedures utilizing Food Management System (FMS) in order to report food usage and food costs, stay within program budget, and assist with inventory management.
K7.	Intermediate knowledge of various methods for purchasing food, supplies, and equipment in order to maintain inventories, procure resources for daily operation, and stay within the food services program budget.
K8.	Intermediate knowledge of resources and methods used to train employees and inmates in order to comply with departmental guidelines (e.g., Injury Illness Prevention Program (IIPP), Material Safety Data Sheets (MSDS), Hazard Analysis Critical Control Point (HACCP), Occupational Safety and Health Act (OSHA), In-service Training (IST), Departmental Operations Manual (DOM), etc.), improve staff and inmate worker's performance and food services operations, maintain a safe and secure work environment, and encourage promotional opportunities.
K9.	Basic knowledge of state laws governing the procurement process in order to solicit bids, select vendors, and request purchases.
K10.	Intermediate knowledge of effective personnel management practices and planning in order to maintain effective working relationships with staff, management, bargaining units, etc. and comply with personnel policies (e.g., State Personnel Board (SPB), Department of Personnel Administration (DPA), DOM, etc.).

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K11.	Basic knowledge of work areas and equipment for culinary departments in order to activate or deactivate kitchen areas in an institution.
K12.	Advanced knowledge of the departments' EEO program objectives, a manager's role in the EEO program, and the necessary processes available to meet EEO objectives in order to comply with state and federal guidelines and prevent discrimination and sexual harassment.
	Skill to:
S1.	Skill to plan palatable and adequate menus in order to prepare for special holidays, religious diets, and emergency situations.
S2.	Skill to plan, organize, and direct the work of others in order to best utilize staff and inmate workers to serve the inmate population meals in a timely manner and maintain a clean and safe operation.
S3.	Skill to adjust food purchasing in order to respond to population changes within the department and/or institutions, and respond to emergency situations within the institution and community.
S4.	Skill to monitor and reconcile inventories and make requisitions (std. form 115) in order to request food and supplies from the warehouse to meet operational needs.
S5.	Skill to use appropriate equipment (e.g., steam kettles, ovens, meat slicers, griddles, steamers, etc.) in order to train employees and inmate workers, supervise menu preparation, and respond to emergency situations.
S6.	Skill to evaluate the quality of prepared food in order to ensure that it is palatable and prepared according to recipe.
S7.	Skill to judge food shipments upon receipt in order to ensure that it is received at the proper temperature, has the correct dates and stamps, is in good condition, is in the ordered quantity, and in accordance with the specifications.
S8.	Skill to prepare and cook all foods in order to train employees and inmate workers, supervise menu preparation, and respond to emergency situations.
S9.	Skill to determine food quantities necessary for varying inmate populations in order to adjust food preparation and distribution according to institutional needs.
S10.	Skill to direct the planning and preparation of religious diets in order to comply with departmental rules and regulations and respond to inmates' religious privileges.
S11.	Skill to communicate effectively at a level required for successful job performance in order to train staff and inmate workers, prepare written documents for administration, effectively interact with other inter-departmental programs, and participate in committees, task forces, and other special projects.
S12.	Skill to manage and/or retain records in order to comply with laws, rules, and departmental guidelines and keep a history of food service transactions, employee documents, training records, etc.
S13.	Skill to analyze emergency or unusual situations accurately in order to respond effectively and quickly, taking into consideration security and safety issues.

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S14.	Skill to project food and equipment needs (e.g., contract questionnaires, schedule 9/std. Form 533) in order to justify future food services expenditures, including food and equipment.
S15.	Skill to use computer programs in order to access and use the Food Management System and prepare memos and other documents.

	Special Personal Characteristics:
SPC1.	Sympathetic understanding of and willingness to work with the resident population of a State correctional facility in order to effectively manage inmate workers and the general population.
SPC2.	Good personal grooming standards in order to present yourself as a professional employee.
SPC3.	Freedom from communicable diseases in order to prevent the spread of disease.
SPC4.	Good sense of smell and taste in order to judge food quality and condition.

	Special Physical Characteristics:
SPC1.	Have and maintain sufficient strength, agility, and endurance in order to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.